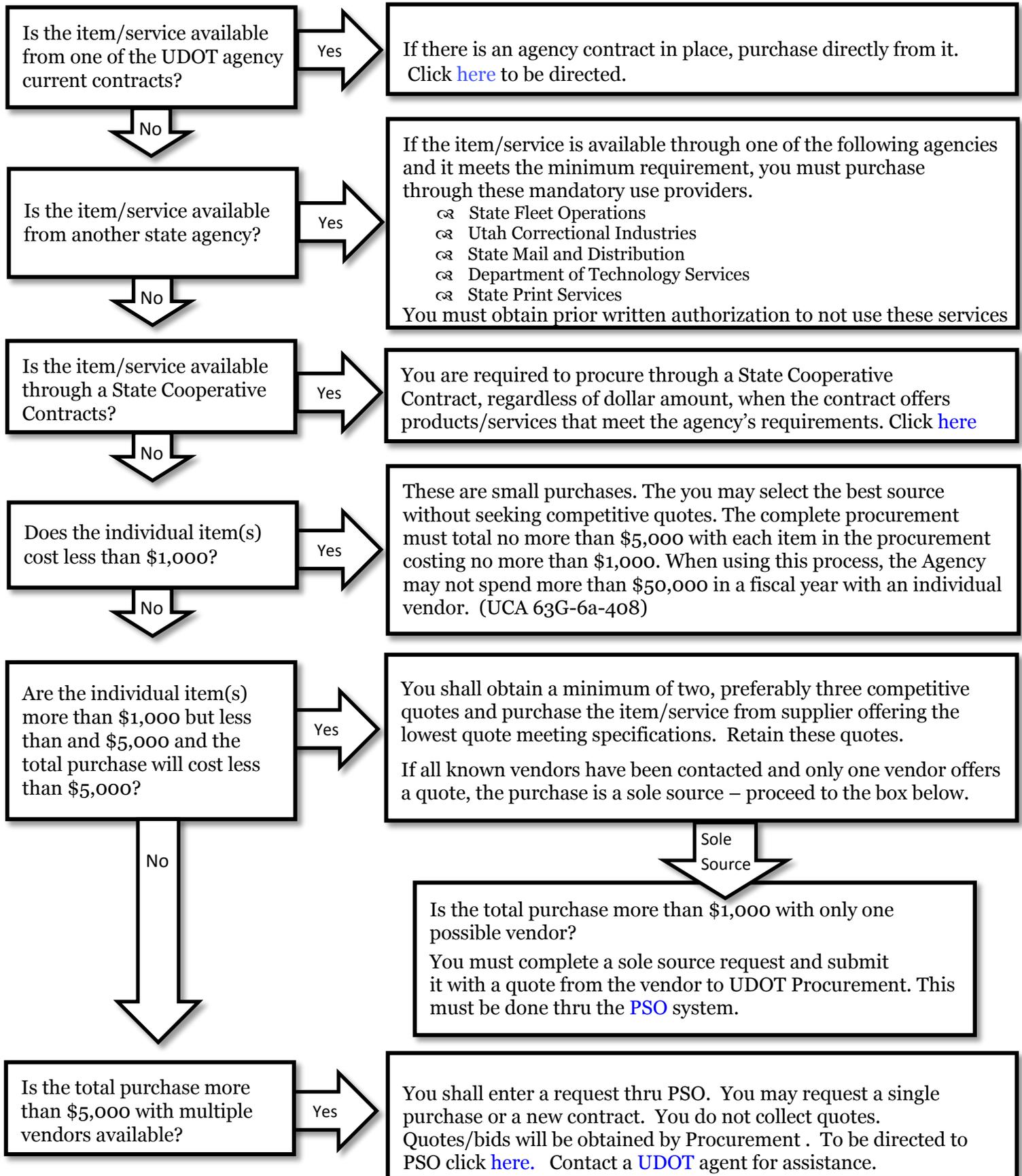


Purchasing Flow Chart



PURCHASES NOT ON CONTRACT exceeding small purchase limits

Products and services that are not on a current contract can be procured through the Invitation to Bid (ITB), a Multi-Step Bid process or Request for Proposal (RFP). This could be for a one time purchase or requesting a new contract. If you are unsure which way to proceed for procurement a UDOT Purchasing agent will help you determine what process is appropriate.

ITB process is used when you know the specifications of a product required and are looking for the best price.

- Pricing is the only factor in making award when specifications are met

Multi-step sealed bidding is a multi-phase process consisting of a technical first phase composed of one or more steps in which bidders submit unpriced technical bids to be evaluated by the purchasing agency, and a second phase in which those bidders whose technical bids are determined to be acceptable during the first phase have their price bids considered. It is designed to obtain the benefits of competitive sealed bidding by award of a contract to the lowest responsive, responsible bidder, and at the same time obtain the benefits of the request for proposal (RFP) process through the solicitation of technical bids and the conduct of discussions to arrive at technical bids and terms acceptable to the purchasing agency and suitable for competitive pricing. One advantage over a standard invitation to bid process is the aspect within the multi-step process that allows for discussions with the bidder, and the opportunity for the bidder to then modify their technical bid allowing the state to have more qualified bidders.

RFP process may be a better tool. Among the criteria the Purchasing agent will consider are:

- Specifications or the needs of the agency cannot be clearly defined
- The agency has defined a need and requests the Offerors to propose the best method for accomplishing it.
- Cost is only one criterion in determining the award and needs to be weighed against other factors in determining the best value.
- Other factors as deemed appropriate by Purchasing.

The current versions of the forms are located on the State Purchasing web page at <http://purchasing.utah.gov/purchasing/buyer-information/2-purchasing/29-forms.html>